California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: Institutional Personnel Officer II (\$4319-\$5211)

Permanent – Full-Time

Location: Veterans Home of California, Chula Vista

Chula Vista, CA

Who Should

Apply: Current State employees who are eligible on a certification list, transfer, or

reinstatement. SROA/SURPLUS PROVISIONS APPLY

Duties and

Responsibilities: *Under the supervision from the Chief of Personnel Management Division:*

Consult with management, advise and make recommendations on the application of personnel laws, rules, policies, standards and procedures. Evaluate their operation and effectiveness.

Confer with the appropriate staff, management and employee representatives on grievances; investigate and make recommendations on proposed adverse actions and rejections on probation.

Maintain a Report of Performance program; direct a program for the monitoring of performance standards.

Direct staff of the Human Resource Office in the maintenance of the system for keeping employee records and for the uniform and efficient processing of personnel transactions.

Work closely with headquarters and control agency staff on matters pertaining to the allocation of positions, salary determination; issues related to employee relations.

Provide training to Human Resource staff and to Veterans Home supervisors, managers and employees on various personnel management related topics.

Desirable Qualifications:

Knowledge of laws, rules and regulations affecting personnel record keeping, personnel transactions, payroll and certification processes.

Knowledge of techniques of employee recruitment; employee relations and performance evaluation; principles of effective supervision.

Ability to develop and administer training programs; train and supervise subordinates.

Ability to effectively contribute to the Department's safety, health, and labor relations objectives.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs Voice: (619) 482-6027 Veterans Home of California, Chula Vista TDD: (916) 653-1966

700 East Naples Court Chula Vista, CA 91911 **Attn: Pam Aikman**

Final Filing Date: **Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFIELE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 280-5138-001 RELEASED: 10.05.04